

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION Environmental Scientist		POSITION NUMBER 530-001-0762-002	MCR 1	RPA # DSC 12-004
APPOINTEE Vacant	EFFECTIVE DATE	DIVISION/SECTION Delta Stewardship Council/ Delta Plan		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R10				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Vacant	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 12/30/10	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the Deputy Executive Officer, the incumbent will perform activities and analyses in support of the Delta Plan in multiple environmental science disciplines including: fisheries, water quality, climate change, terrestrial ecology or landscape ecology.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
45% (E)	Works with agency, consultant, and stakeholder staff to identify, analyze and develop policy recommendations for ecosystem restoration issues in the Delta and Suisun Marsh. Interpret, summarize, and communicate ecosystem monitoring data through staff reports, presentations, and the internet. Coordinate with related planning and control agencies on management of ecosystem assessment, planning and improvement projects. Participate in multi-disciplinary teams and coordinate with staff in related areas of the Delta Plan to develop integrated solutions and policy recommendations.			
25% (E)	Coordinates and/or participates in agency technical groups regarding one or more of the following areas of expertise: fisheries, water quality, climate change, terrestrial ecology, or landscape ecology. Presents information to agency and stakeholder technical staff, as well as the Delta Stewardship Council. Briefs senior management on Delta ecosystem restoration issues and assists in the incorporation of science and policy into management strategies.			
20% (E)	Coordinates with the Delta Science Program staff on the integration of best available science into ecosystem restoration approaches in the Delta Plan, and associated specific restoration projects. Attends scientific workshops to develop understanding of scientific issues in order to relate them to Delta Plan strategies.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Vacant		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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5% (E)	Meets with Delta Plan staff and management to communicate activities, coordinate internal Delta Plan activities, and establish work priorities.			
5% (E)	Drafts and administers Delta Plan contracts including grant agreements and amendments. Works with administrative staff to track and record grant progress including the verification of technical accomplishments and deliverables.			
<p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <p>Knowledge Skills and Abilities</p> <ul style="list-style-type: none"> • Knowledge of scientific disciplines related to water resource management such as fisheries, water quality, climate change science, terrestrial ecology, or landscape ecology is required. • Ability to analyze data, draw sound conclusions, and present ideas and information effectively is required. • Skill in writing clear, accurate, and concise science-related articles for a variety of audiences is highly desirable. These audiences may include: legislators and other policy makers; the water-aware public, scientists, the news media and government officials. • Knowledge of the legislative process and the environmental programs and policies of the state is desirable. • Critical reasoning skills and sound judgment is required. • A bachelors or advanced degree with a major in a biological, chemical, physical, or environmental science or a closely water-related scientific discipline is required. <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Ability to work productively in a fast-paced, demanding environment • Possess strong organizational skills • Show initiative in recommending courses of action and being proactive • Maintain high ethical standards • Willingness and ability to accept increasing responsibility and demonstrate capacity for development <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work well independently and as a team member • Ability to gain and maintain the confidence and cooperation of those contacted during the course of work • Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner 				

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> Appropriate attire for professional office environment Ability to sit in a normal seated position for extended periods of time Manage multiple priorities effectively and meet deadlines Meet short processing timelines when necessary Handle varying and sometimes large workload volumes Ability to remain calm during stressful situations Ability to effectively handle multiple tasks and changing priorities. <p>PERSONAL CONTACTS</p> <ul style="list-style-type: none"> Liaison with Resources Agency and state and federal implementing agency staff, including program managers and directors. Other local, state and federal governmental agencies, stakeholders, legislators, and the public. <p>SUPERVISION RECEIVED</p> <p>The incumbent works under direction from the Deputy Executive Officer.</p> <p>SUPERVISION EXERCISED</p> <p>None.</p>			